

SUBMITTAL CHECKLIST
Public Works Department
Land Development Division
111 N.W. 1ST Street – 14th Floor
Miami, Florida 33128
(305) 375-2141
Fax (305) 375-4974

TENTATIVE NO.#	
TENTATIVE NAME	
WAIVER NO.#	
WAIVER – OWNER NAME	
<input type="checkbox"/>	UNINCORPORATED MIAMI-DADE COUNTY
<input type="checkbox"/>	CITY OF MIAMI SUBMITTAL (Submittal must include prior approval by City of Miami)
<input type="checkbox"/>	MUNICIPALITY SUBMITTAL (Submittal must include prior approval by municipality)
	20 Copies of Plat Survey (Prepared, signed & sealed by a professional surveyor/mapper)
	3 Applications (Completed, executed & notarized including number of sites & fee calculations) <ul style="list-style-type: none"> ▪ Section-Township-Range on application ▪ Folio number on application ▪ All required Signatures on applications, prints and checks ▪ Total number of sites (total should include tracts) on application ▪ Street Boundaries on the application (Street and Avenue) ▪ Zoning on the application
	Copy of Recorded Deed or Original Opinion of Title (Showing acquisition of property)
	Tentative Name on application (selected name cannot exceed 32 characters, including spaces)
	Total Processing Fee (should include tracts) (Made payable to the Board of County Commissioners)
	Location map on scale 1"=300' (Including proposed road layout)
	Special Taxing District authorization memo (Required for all NEW TENTATIVE PLAT APPLICATIONS within Unincorporated Miami- Dade County only)